

FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the position of the officer in charge of all fire department operations. The Fire Chief is directly responsible for the organization and administration of the department, for financial planning and budgeting of funds, for public relations, and for employee supervision and training for both paid and volunteer. The employee of this class is also responsible for directing all operations for fire suppression, fire prevention and investigation of cause and origin. The Fire Chief has authority and responsibility to perform assigned duties independently, and is accountable to the Lincoln Parish FPD #1 Board of Commissioners.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the total operation of the fire department as chief officer. With the assistance of volunteer fire chiefs, develops management policies, goals, and objectives for the department. Determines how operating units of the department should be organized. Identifies target areas for improvement in productivity or effectiveness of the department. Reviews existing or proposed legislation, regulations, ordinances, or court rulings relating to fire department operation.

Organizes the personnel management functions of the fire department. Establishes an internal affairs review process to investigate violations of code of conduct by department employees. Develops an employee grievance resolution procedure. Develops and implements a safety program for the department. Investigates accidents or injuries involving department equipment and personnel. Evaluates training needs, and establishes and maintains the training program. Serves as an instructor for formal classroom training.

Oversees the supervision of subordinate personnel, outlines responsibilities and duties, and sets task priorities and long-term goals for subordinates. Holds formal meetings for the purpose of receiving information and disseminating information. Conducts inspections of personnel and equipment to assure compliance with department standards. Counsels employees who are experiencing work problems and maintains discipline.

Gathers information to be used in compiling budgets. Consults with the governing body and prepares and submits to the proper authority a departmental operating budget. Authorizes the expenditure of funds allocated for departmental operations. Writes requests for grants or other special funds. Prepares specifications for new fire department equipment, and recommends the purchase of equipment and supplies in the manner provided by lawful authority, keeping such purchases within the established budget.

Develops and implements an emergency management system. Directs and controls emergency operations, including equipment and personnel assignments, strategy, communications, and the reevaluation of decisions as necessary.

Oversees and utilizes a system of information management for use in the administration of the department. Supervises the preparation and maintenance of department records and reports, reviewing records and reports completed by subordinates, and periodically inspecting record-keeping systems and facilities.

Promotes a positive public image of the work of the fire department in the daily performance of duties. Coordinates the work of the department with related federal, state, and local agencies. Acts as official department representative to the news media. Writes letters in response to written or oral requests addressed to the fire department. Handles complaints from the public concerning emergency and non-emergency fire department operations and procedures. Delivers talks, lectures, or demonstrations on fire prevention or related fire protection topics to schools and civic organizations.

Directs a program of fire prevention, including pre-fire planning and fire investigation. Examines interior and exterior of fire structures to determine point of fire origin and cause. Assists law enforcement personnel in fire related investigations.

Oversees the general care, maintenance, and use of departmental alarm and signalling systems, fire fighting apparatus and equipment, motor driven vehicles, stations and grounds, and other related property.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and being a qualified elector of the State of Louisiana.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must have and maintain a valid Louisiana driver's license.

Must have obtained certification as Fire Instructor, as recognized by NFPA Standards.

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education and at least nine (9) years of progressively responsible experience in fire service positions, paid or volunteer, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include experience in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.